



## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS FOR GRANTEES OTHER THAN INDIVIDUALS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 22 CFR Part 513, which Subpart F, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Bureau determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension, termination of grants, or U. S. government-wide suspension or debarment (see 22 CFR Part 513, Section 513.615 and 513.620).

### The grantee certifies that it will provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing a drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by item 1;
4. Notifying the employee in the statement required by item 1 that, as a condition of employment under the grant, the employee will:
  - a. Abide by the terms of the statement; and
  - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such a
5. Notifying the Bureau within ten days after receiving notice under subparagraph 4.b from an employee who is so convicted.
6. Taking one of the following actions, within 30 days of receiving notice under subparagraph 4.b, with respect to any employee who is so convicted,
  - a. Taking appropriate personnel action against such an employee, up to and including termination; or
  - b. Requiring such employee to participate satisfactorily in a drug assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making good faith effort to continue to maintain a drug-free workplace through implementation of items 1, 2, 3, 4, 5, and 6.

### Place(s) of Performance:

The grantee shall insert in the space provided below, the site(s) for the performance of work done in connection with the specific grant (*street address, city, county, state, zip code*)

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Organization Name \_\_\_\_\_

Award Number or Project Name \_\_\_\_\_

Name and Title of Authorized Representative \_\_\_\_\_

Signature \_\_\_\_\_ Date (*mm-dd-yyyy*) \_\_\_\_\_

\*Public reporting burden for this collection information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data needed, and completing and reviewing the collection of information. Response to this package is voluntary. An agency may not conduct or sponsor, and the respondent is not required to respond to, a collection of information unless it displays a valid OMB control number.

U. S. Department of State's Bureau of Educational and Cultural Affairs (ECA) has well-established procedures for internal Bureau grant review. The procedures respond to the need to provide consistent, fair, and quality decision-making regarding the relatively high volume of funding requests submitted to the Bureau. Information concerning grant requests is also essential in view of the Bureau's interest in the integrity of the review process. This information collection is intended to assist in compliance with goals established for the Bureau by the Fullbright-Hays Act, P.L. 87-256, to increase mutual understanding between the peoples of the United States and peoples of other countries by means of educational and cultural exchange. The Bureau reviews each grant application for compliance with established procedures. The applications are then screened by a panel for approval or disapproval for funding. Grants are not given to projects that essentially for research, to fund publications, or finance the policy views of foreign governments. This information collection is necessary to maintain the grant application process for ECA programs.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: A/RPS/DIR, U. S. Department of State, Washington, DC 20520.